



## Agency Records Disposition Schedule

Department: Department of Corrections

Section: Training Academy

Division: Division of Human Services

Sub-Section:

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**TITLE:** Training Academy Records

**CUTOFF:** End of state fiscal year in which training class completed

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**DESCRIPTION:** Records of basic, in-service, institutional and outside training of departmental staff maintained by the Training Academy.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:** Copies of certificates received are placed in the official personnel files.

**DISPOSITION ACTION:** Destroy

**SERIES:** 9145

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

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